

Travel & Expense Account Summary

Employee Name Jim Lombard
Expense Dates 12/01/11-12/01/11
Report Name December transit

Request Total \$ 37.50
Direct Charge Total - 0.00
Travel Advances - 0.00
Net Due Employee = **37.50**

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Non-Travel Expenses	Dec transit	37.50

NOTE: (d)=Direct Charge

DATE	Thu Dec 1									TOTAL
Transit Subsidy	37.50									37.50
TOTALS \$	37.50									37.50